



MISSISSIPPI STATE DEPARTMENT OF HEALTH

The Office of Preventive Health and Health Equity is accepting applications for an **Office Director II**. This position will function as the Director of Research. This position will oversee and direct evaluation and epidemiology activities for programs within the Office of Preventive Health and Health Equity (OPHHE) to include Chronic Disease Prevention and Health Promotion, Tobacco Prevention and Control, Health Equity, Community Health Improvement, and the Jackson Heart Study Community Engagement Center. This position will guide the implementation of high quality, responsive, and timely activities that support the internal operations and program functions of OPHHE. This position will be responsible for providing strategic direction for program development, epidemiological surveillance, and evaluation with respect to impacting priority populations. This applicant must have required technical skills that can be flexibly adapted to meet the needs of many different internal and external stakeholders. This applicant must understand the unique responsibilities and accountabilities of multi-agency collaboration and provide outstanding leadership; communicate professionally; and work with flexibility, efficiency, and diplomacy both individually and as part of a complex team effort. A few of the responsibilities of position include:

- Participates as a staff team member and represents the organization in various OPHHE activities and projects, including Steering Committee meetings, public events, workshops, and training events.
- Participates on the Management Team providing input on decision-making regarding operational and program direction for programs within OPHHE.
- Provides clear and useful reports to staff and other stakeholders as needed to implement the OPHHE objectives and programs and comply with strategic plans.
- Build, strengthen, and supervise the Research and Evaluation team consisting of epidemiology and evaluation support.
- Develop key messages to advise OPHHE leadership for the purpose of understanding and communicating OPHHE mission, goals, objectives, etc.
- Work with the Jackson Heart Study Tracking and Evaluation Core and all working groups in carrying out data-related responsibilities.
- Oversees the development and implementation of an evaluation plan addressing logic models, strategic and program evaluation questions, data collection methods, analysis and reporting.
- In collaboration with OPHHE leadership and partners, leads the development of outcomes and indicators that will be used to monitor progress towards its goals.
- Supports programs by using data to improve programs and respond to community needs.
- Works with key staff to set evaluation outcome goals.
- Maintains links and collaborates where possible with other external data collection, evaluation and systems changes efforts in target counties.
- Develops relationships with other agencies and providers to assure access and links with other data systems where necessary to speak to program impact.

Preference will be given to applicants with experience in the following areas: experience using evaluation and community-based research to inform program development, experience in

successfully designing and carrying out quantitative and qualitative research and evaluation processes, and experience in designing and manipulating data using a computer database. Please follow this [link](#) to view the job requirement for an Office Director II on the Mississippi State Personnel Board website. To apply send your resume to recruitment@msdh.ms.gov with **OPHHE OD II** in the subject line.

MSDH is an Equal Opportunity Employer.